



## Group Roles

*Before starting an activity or project, assign roles, or have participants pick what they want to do.*

- **Manager:** Keeps the group “on track” and ensures that members are fulfilling their roles.
- **Timekeeper:** Watches the time and move group along so that they complete the task on time.
- **Recorder:** Keeps a record of the group’s actions, takes notes on discussion, and prepares a written report, if needed.
- **Observer:** Uses a guide, such as a checklist, to watch the group’s activities and may offer feedback.
- **Data Collector:** Uses resources to get needed information for the group.
- **Checker:** Makes sure that everyone understands the concepts and that all group members have reached their goals.
- **Spokesperson:** Communicates with the teacher and other groups when help or information is needed. Represents the group in presentations.
- **Materials Manager:** Makes sure that all the group has the materials they need. Helps keep the area clean.
- **Designer:** Leads the artistic representation of the group’s work.
- **Stand-In:** Assumes role of any missing group member.